



ISIS HR Quick Tips

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Annual Performance and Planning Review Guide for ISIS HR Users

How do I ensure accurate and consistent data when reporting annual PPR, merit increase and other base pay increases to Civil Service?

As outlined in [General Circular 1807](#), the PPR Annual Report for Fiscal Year 2009-2010 will be due Friday, August 13, 2010. In an effort to better assist agencies in completing this report, a guide has been created for ISIS HR users. The [PPR Annual Report Guide for ISIS HR Users](#) is located in the ISIS HR Information section of the Civil Service website.

This report outlines several reports that agencies might find helpful when obtaining their data for this required report. For any ISIS HR report, additional information can be found on the OIS website to assist users. Please see the following ISIS help scripts on the [ZP117: Appraisal Report](#), [ZP207: Wage Type/ Basic Pay Audit Report](#) and the [ZP13: Action Reason/Pay Reason Report](#) for additional information or guidance.